

Draft Charter for the North American Data Model Documentation Team

Mandate--The North American Digital Geologic Map Data Model Documentation Team (DT) is charged with:

Developing complete documentation, both technical and general, for the digital geologic data model based on requirements and guidelines specified by the Data Model Steering Committee (DMSC).

Charge--The Documentation Team is charged with the following tasks:

- 1) To coordinate with the DMSC and its working groups and technical teams to create data model documentation including, but not limited to, general descriptions, technical procedures, technical specifications, and philosophical statements of purpose and scope.
- 2) Develop documents for the purpose of educating the geologic mapping community, GIS users, and interested organizations about the digital geologic map data model.
- 3) Distribute documentation to the interested public through a variety of avenues including, but not limited to, web site(s) and in downloadable formats, e.g., .pdf.

Authority and Accountability--The DT receives its mandate and guidance from the DMSC. The DT will periodically inform the Steering Committee of progress towards its goals and inform the committee about issues and problems that need additional consideration.

Execution of Work--The DT will discuss issues, strategies, and evaluate goals at an initial meeting. Most business of the DT will be conducted through e-mail. The team will meet in person as required.

Lateral Coordination--Regular communication with other working groups, technical teams, and DMSC is vital to the success of the DT. Much of the DT work early on will be towards achieving charge 2. Later on a DT member should be included at working group and technical team business meetings as they begin to make substantial progress toward their charges. This will insure that the DT has a good understanding of technical team issues.

Technical Review--Initial documents will be reviewed by DT members and then passed on to the DMSC for evaluation. Following DMSC approval these documents should be review by a technical editor before being widely distributed to the geoscience community.

Membership--Membership should limited to those who have a good working knowledge in at least two of the following areas:

- geologic mapping
- database design
- technical writing
- communication skills
- web design/technology

The DT membership size should be large enough to gain a mix of ideas but not so large as to bog the documentation process down: between 5 and 10. Each member of the DMSC will have the opportunity to appoint members to the DT based on the criteria above.

Lifespan-- Within a year of convening its first session, the DT shall carry out charge two and begin on charges one and three. The completion of these goals obviously depends on the progress made by other working groups and technical teams.